

KEY SKILLS:

Kali Linux • Wireshark • Nessus • Metasploit • Nmap • SQL • Active Directory • AWS • Azure
C++ • C • Java • Python • Perl • Bash • PHP • Powershell • Scripting • Computer Science • Cybersecurity

EXPERIENCE:

Office Coordinator

July 2025 - August 2025

Level Construction Inc.

- Supported daily operations in a fast-paced tech environment, ensuring seamless coordination across teams and departments.
- Managed scheduling, calendar syncing, and meeting logistics using tools like Google Workspace, Microsoft 365, and Zoom.
- Maintained office technology and supplies, liaising with IT to coordinate hardware setups, troubleshoot issues, and onboard new employees.
- Assisted People Ops and Finance teams with employee onboarding, expense reporting, and document management.
- Organized team events, offsites, and virtual meetings to promote engagement and company culture.
- Ensured data privacy and compliance while handling sensitive employee and operational information.

Customer Service Representative

July 2023 - July 2025

U-Haul

- Providing exceptional customer service by assisting customers with their moving and storage needs by providing top of the line moving equipment; such as vehicles, boxes, etc.
- Ensuring all the vehicles are well maintained and running smoothly.
- Providing clean and well maintained storage units, ready to be rented as soon as a customer needs them.
- Dealing with customer complaints about any issues with our equipment or storages ASAP and ensuring the property is looking clean and presentable.
- Answering calls about questions on storage facilities or our vehicles while also promoting special offers and discounts about products to improve occupancy and sales numbers.

Swim Instructor/Lifeguard

Aug 2022 - July 2023

Goldfish Swim School

- Teaching children from infants to 12 years the skill and knowledge of swimming.
- Following a curriculum and adapting on the fly to suit every child's varying learning style to ensure success.
- Being able to manage and teach multiple children at once, making sure that the children are safe and no incident occurs.
- Explaining to the parents of the child things they did well and provide constructive criticism on some things they need to work on.

Cable Installer/Helper

Feb 2019 - Feb 2021

Alvarez Cable Installation LLC

- Installed and maintained outdoor telecommunication cabling, including coaxial and fiber optic lines.
- Pulled and routed cable through underground and aerial pathways.
- Interpreting blueprints and site plans to ensure accurate layout.
- Utilized various hand and power tools to trench, bore, and secure cable infrastructure while adhering to safety and industry standards.

EDUCATION & TRAINING:

Western Governors University

- Bachelor of Science - Cybersecurity (2023-2026)

Alief ISD Taylor High School

- Attended Alief ISD Center for Advanced Careers during Taylor High School allowing me to obtain valuable knowledge, training, and industry recognized certifications. (2019-2023)

Certifications Obtained

- CompTIA CSIS (2025)
- CompTIA Security+ (2025)

- Microsoft ITIL 4 Foundations (2025)
- CompTIA CIOs (2024)
- CompTIA A+ (2024)
- CompTIA Network+ (2023)
- CompTIA ITF+ (2022)
- Google Analytics (2022)